# ITS65DesignatedITD: ESRI GIS Software and Services

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| | **UPDATED:** | May 7, 2020 |
| **Contract #:** | ITS65designatedITD | |
| **MMARS MA #:** | ITS65designatedITD* | |
| **Initial Contract Term:** | October 1, 2016 – September 30, 2019 | |
| **Maximum End Date:** | September 30, 2021 | |
| **Current Contract Term:** | October 1, 2016 – September 30, 2021 | |
| **Contract Manager:** | Neil MacGaffey, 617-619-5641, neil.macgaffey@mass.gov | |
| **This Contract Contains:** | Volume discounts, negotiated Terms | |
| **UNSPSC Codes:** | 43-23-00, Software, and 81-11-00, IT Services | |

Notes:

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

# Contract User Guide ITS65DesignatedITD

## Contract Summary

This Contract is for obtaining Environmental Systems Research Institute, Inc. (ESRI) Geographical Information Systems (GIS) software licenses, technical support, maintenance, training, and consultation.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Volume discounts are available for some products, as shown on the ESRI Price List posted on COMMBUYS (see immediately below).  No prompt pay discount is offered.

This contract provides the only means of obtaining ESRI products and services, and includes terms negotiated specifically for the Commonwealth.

## Find Bid/Contract Documents

- To find all contract-specific documents visit COMMBUYS.com  and search for ITS65designatedITD to find related Master Blanket Purchase Order (MBPO) information.  Or, link directly to the MBPO for ITS65designatedITD: PO-17-1060-ITD00-ITD00-8881. Documents are found under "Agency Attachments" in the "Header Information" section of the MBPO. The following documents are included:
  1. Contract User Guide
  2. Clarifications to Commonwealth & ESRI Documents Pertaining to ITS65designatedITD
  3. Template Statement of Work (SOW)
  4. General License Terms and Conditions
  5. ESRI Contract Scope of Use
  6. ESRI Price List
  7. Custom Software Technical Data & Assistance License Addendum
  8. Training Terms and Conditions
  9. The Request for Response (RFR)
- To link directly to the MBPO for ITS65designatedITD visit PO-17-1060-ITD00-ITD00-8881.

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Direct, outright license purchase
- Fee for service

### Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

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When starting a new ESRI project or making significant ESRI software purchases, it is advisable to contact your ESRI sales representative listed below under "Vendor List and Information."

## Product/Service Pricing and Finding Vendor Price Files
See "Find Bid/Contract Documents."

## Setting Up a COMMBUYS Account
COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses.  If you do not have one already, contact the OSD Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDHelpDesk@mass.gov.

## How To Purchase From The Contract
Entities that do not use COMMBUYS:

To receive contract information and/or quotes, and order products, Non-Executive Department buyers who do not use COMMBUYS may contact the vendor directly.

Executive Departments and Other COMMBUYS Users:

- **Solicit quotes and select and purchase quoted item in COMMBUYS**
  This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract.   The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "Statewide Contract ITS65 RFQ" when entering information in the Description field. Obtain a quote from ESRI and attach it to the Release Requisition on the Attachments tab, described below.  When contacting a vendor on statewide contract, always reference ITS65designatedITD to receive contract pricing.

  For a description of how to complete this purchase in COMMBUYS, visit the *Job Aids for Buyers* webpage and select:
  ➢ The COMMBUYS Requisitions section, and choose the How to Create a Release Requisition and Purchase Order (Contract Purchase) job aid.

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## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at comptroller.info@mass.gov for additional support.

## Additional Information/FAQs

### Performance and Payment Time Frames Which Exceed Contract Duration

All term maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one year beyond the current contract term of this Statewide Contract as stated on the first page of this contract user guide.  No new maintenance or other agreements for services may be executed after the Contract has expired.

### Software Development / Consulting

Agency Attachments (see Find Bid/Contract Documents to locate) includes a template Statement of Work to be used if ESRI is engaged to develop software or otherwise create or modify intellectual property.  Agencies planning such engagements should also be sure to read the contract's "Custom Software…Addendum".  This type of work is typically based on a number of pre-existing components to which ESRI will grant the agency a license at no charge.  In return, the agency agrees to grant ESRI a license to use the deliverables produced for the Agency.

Executive Department Agencies should be aware that there could potentially be accessibility issues relative to software development projects.  If so, ESRI will advise you prior to preparing a proposal scope of work.

Also note that the Agency may not offer to hire ESRI employees who work under a Statement of Work, during its term and for a period of one year thereafter.  There are substantial financial penalties for making such an offer.  See Article 13 of the "Custom Software…Addendum."

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### Training

Training classes, both at your site and at ESRI's regional office in Middleton, MA, as well as "Virtual Campus" classes are included in the ITS65designatedITD.  Review the "Training Terms and Conditions" document (see Find Bid/Contract Documents to locate).

## Strategic Sourcing Team Members

- Neil MacGaffey, EOTSS (Executive Office of Technology Services and Security)

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## Vendor List and Information

Contact your ESRI sales representative (see below under Contractor Information) for a quote; be sure to identify yourself as employed by a government agency (state, regional, local, etc.). ESRI will then provide a price quote from the price list that was negotiated for ITS65designatedITD. Use the quote to obtain a purchase order.

Note that when making ESRI software purchases; be sure to plan for future maintenance costs.

| Vendor | Master Blanket Purchase Order # | Contact Person | Role of Contact Person | Phone # | Email | Discounts |
|---|---|---|---|---|---|---|
| Environmental Systems Research Institute (ESRI) | PO-17-1060-ITD00-ITD00-8881 | Paul Rooney | Account Executive and Sales Representative. Assistance with new projects, business questions about products and pricing (quotes), new product information, consulting services, educational products. | PH: 978-777-4543 Ext 8428 FAX: 978-777-8476 | prooney@ESRI.com | Price list on COMMBUYS shows applicable volume discounts for purchases of various quantities. |
| Additional contact for above | | Kale Flordelis | Business questions about ESRI support (billing) | PH: 888-377-4575 Ext 2521 | kflordelis@ESRI.com | |
| Additional contact for above | | Technical Team | Technical questions about ESRI products and support | PH: 909-793-2853 http://support.esri.com | NA | |

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